WHAT NEEDS TO BE DONE FOR BANQUET

VENUE

1. This needs to be done by before the last day of school.
	1. look at several different places to insure you are getting the best space for the

price. Stay within budget set.

 b. buffet is better than plated

 c. look at survey of last years and see what needs to be improved on

THEME

1. Each banquet should have a theme to go with it.
	1. this should be picked before Christmas Break
		1. This is something that Social Officers can give ideas for
	2. if anything needs to be purchased please check with the board before anything is bought to ensure we have the money in the budget for it, all purchases have to be ok’d by the board.

AWARDS

1. Your work with the awards committee and KG on this one, they have a list of all awards needed.
	1. You just need to know where in the room they want the awards set up and how many tables will be needed to hold them all.

PHOTOGRAPHY

1. The Wrights handle this, check with them on if they need anything that goes with the theme for the photo area and where they would like to set up the photo area, along with the slideshow that goes on during Dinner.
2. Photographs taken of the team and of the girl and her date are included in the banquet price, so a few weeks after banquet the girls will get those.

GIFTS FOR THE GIRLS

1. All Seniors get a senior ring
	1. the girls receive this right after awards are handed out
		1. Awards takes care of this just find out if they need anything from you
2. photo book with photos throughout the year
	1. the Wrights will help you with this, they have several pictures from throughout the year. You just need to get with them on what ones to put in the books - need to start a month before banquet
		1. this will go in a gift bag that goes on the girls seat.

MUSIC

1. Julia’s dad is a DJ and has offered to play for the 2016 Banquet
	1. verify with her dad - just to be sure ASAP
	2. have the Social Officers pull a list of 20 must have songs to give to the DJ
	3. find out where DJ would like to set up

HELP

1. Make sure you have enough help for set up, clean up.
2. know the time allowed to go in before to decorate and set up.
3. you will need at least 12 volunteers to get everything done in time
	1. have a plan - you should have it mapped out on paper what goes where before you get there.
	2. assign volunteers a section
		1. what to do - how to do it.
4. be organized
	1. this is what is going to make everything run smooth - lots of planning ahead
* KEEP DETAILED RECORDS FOR EVERYTHING DONE THROUGHOUT THE YEAR TO PASS ON TO THE NEXT COMMUNITY SERVICE CHAIR, PLEASE KEEP ALL ITEMS IN YOUR BANQUET BINDER